



## GOVERNOR'S OFFICE OF HOMELAND SECURITY

### GRANT MANAGEMENT MEMORANDUM

Date: **April 6, 2005**

To: Operational Areas, UASI Coordinators, MMRS Cities, State Agencies and interested parties

From: Grants Management Section

RE: **Grant Management Memorandum # 05-003**

#### 1. Information on grant extensions

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OHS has received extension approvals from ODP as follows:

Program	Original Expiration	New Federal Expiration Date	Subgrantee Performance Period Ends
FY 02 State Domestic Preparedness Equipment Program <b>2002-0133</b>	1-31-05	7-31-05	4-30-05
FY 03 State Homeland Security Grant Program Part 1 <b>2003-0167</b>	3-31-05	9-30-05	6-30-05
FY 03 State Homeland Security Grant Program Part 2 (including Critical Infrastructure Protection) <b>2003-0035</b>	4-30-05	10-31-05	7-31-05
FY 03 Urban Areas Security Initiative Part 2 <b>2003-0023</b>	6-30-05	12-31-05	9-30-05
FY 04 Urban Areas Security Initiative <b>2004-0014</b>	11-30-05	Not Approved (1)	11-30-05

(1) OHS submitted a request for extension to ODP on February 18, 2005. OHS was instructed to reapply at a date closer to grant expiration.

In order to receive an extension of your grant performance period, you must submit a letter to the Grant Management Section at OHS, requesting the extension by grant name and number. The request should detail the reason or reasons that an extension is required. An agent authorized in the Governing Body Resolution to execute any actions necessary on behalf of the subgrantee must sign the letter. Agents authorized to act on behalf of the grant are submitted with your application package for each grant. **Please be sure you have an agent authorized for the fiscal year for which you are requesting an extension sign the letter or letters.**

**In general**, the performance period for subgrantees ends three months prior to the federal performance period. This “closeout period” is necessary in order for the subgrantee to complete the grant closeout activities and receive closeout documentation from the State prior to the federal grant expiration date.

Subgrantees requesting an extension will receive an email documenting the States approval of the extension shortly. **Do not wait for a written response from OHS to arrive before carrying out activities under the grant.** This Grant Management Memorandum attached to a copy of the email transmitted by OHS approving your extension or extensions, placed in your files will serve as confirmation until OHS can deliver confirmation of extension letters.

For further assistance, please feel free to contact your program representative.

I can be contacted at (916) 324-8908 or email me directly at [LARRY.DAVIS@OHS.CA.GOV](mailto:LARRY.DAVIS@OHS.CA.GOV) .

Sincerely,

**Larry M. Davis**

Program Manager

Grant Administration